



Procedure Name	<b>EMPLOYEE LEARNING AND DEVELOPMENT FUND</b>			<i>Revised</i>
Procedure Number	PR-HR-08-01	Approval Date	August 7, 2024	
Parent Policy	HR-08 Employee Learning and Development Fund			
Procedure Authority	Director, Human Resources			
Executive Sponsor	Vice-President, Administration and Finance			
Approved By	Vice-President, Administration and Finance			

**1. PURPOSE**

This procedure defines the process for applying for, reviewing, and assessing requests for funding for professional employee learning and development (ELD) opportunities.

**2. SUPPORTING**

HR-08 (the **Policy**).

**3. PROCEDURE**

**3.1 Committee Funding Criteria**

- 3.1.1 Applications will be considered based on the information provided on the application form. An applicant who has not received funding previously will be given preference.
- 3.1.2 The committee allocates an even expenditure of funds over the year. Unallocated ELD funds are not carried forward at the end of the fiscal year. If the approved activity falls in the upcoming fiscal year ELD funding will carry over.
- 3.1.3 International travel costs except United States, will not normally be funded.
- 3.1.4 The maximum amount awarded for a group application will not normally exceed \$8000.
- 3.1.5 Non-Academic Limits  
The maximum awarded per non-academic application will not normally exceed \$3000 per fiscal year.
- 3.1.6 Academic Limits  
The maximum amount awarded per individual academic application will not normally exceed \$3000 for certificate or diploma completion and \$5000 for degree completion. If the certificate or diploma bridges to a degree, the amount awarded will be prorated not to exceed \$5000 in total.

**3.2 Funding Guidelines**

- 3.2.1 Individual professional development funds, if available, should be utilized before accessing ELD funds.
- 3.2.2 Travel and related expenses will be applied as per FN-01 Travel and Expenses Policy.
- 3.2.3 Normal operational requirements must be met during the proposed activity.
- 3.2.4 Approved funds must be used for the proposed activity.

3.2.5 In the event of a cancellation, employees must provide timely cancellation notice. Costs incurred will be the employee's responsibility if proper notice of cancellation is not provided, or the cancellation is for a non-work related reason. Medical or compassionate reasons may be considered for exemption of the above.

3.2.6 Upon completion of the activity, supervisors may request a summary of learning outcomes from the employee.

### **3.3 Application Consideration and Process**

3.3.1 Applications must be reviewed by the immediate supervisor.

3.3.2 Supported applications must be submitted to Human Resources by the first of the month or as far in advance of the activity as possible. Retroactive applications will not normally be considered.

3.3.3 Human Resources will forward applications to the committee for review normally during the second week of every month.

3.3.4 Additional information may be requested, and interviews may be conducted.

3.3.5 If an application, whole or in part, does not fall under this policy, Human Resources or the committee may direct the applicant to the appropriate fund/policy.

3.3.6 The committee will assess all applications and forward recommended applications to the Vice-President, Administration and Finance or designate for approval. The committee may recommend that all or portion(s) of the proposed activity be funded.

3.3.7 Upon receiving final decision from the Vice-President, Administration and Finance or designate, the chair will notify applicants of the outcome of their request(s).

3.3.8 Upon approval, and if the activity requires an employee to travel, the registration and airfare ticket costs may be processed directly by Financial Services. Other costs will be reimbursed on the applicant's return, as per policy FN-01 Travel and Expenses.

## **4. ADDITIONAL INFORMATION**

Employee Learning and Development Fund Application Form

FN-01 Travel and Expenses Policy

PR-FN-01-01 Travel and Expenses Procedure

FN-01 Appendix B - Rate Schedule Domestic and US

***ORIGINAL COPY SIGNED***

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Wayne Resch  
Vice-President, Administration and Finance

Date: August 7, 2024

**DOCUMENT HISTORY**

November 2018 Procedure approved

August 2024 Revised procedure approved